



Issuance Date: August 5, 2019

What's New?

Policy Inquiry Data Review

The Office of Policy and Regulatory Development received a total of sixty-five inquiries related to the Department's Policies and Procedures. This office reviewed the inquiries from April through June 2019 and has compiled them into the [Policy Inquiry Data Review](#) report.

This office will continue to review data on a quarterly basis and to make the report accessible on the Office of Policy and Regulatory Development's Intranet site.

Policy Intranet Page

- A new section titled "Policy Resources" has been added to the [Policy Intranet Page](#). The following document, "[Policy and Regulatory Development Resources](#)" has been included in this section and others will be added, as necessary.

Policies

- **CP&P-III-C-200, Overnight Travel by Children and Youth in Resource Family Placements:** this establishes policy and procedures related to the travel of children and youth in a resource family home under the supervision CP&P. Information related to overnight travel was removed from [CP&P III-C-9-100, CP&P Authority to Issue Consent](#), and moved into this new issuance.
- **CP&P-IV-B-6-350, Social Media Policy for Youth Living in Resource Family Care:** this new issuance establishes policy and procedures for access to and use of the internet, social media, and electronic devices that connect to the internet for children and youth living in resource family care.

What's Revised?

Policies

- [CP&P-IV-A-4-300](#), **Youth Bill of Rights**: policy, [CP&P Form 5-44](#), and form instructions have been updated to include:
 - Changes to the form's name
 - Additional general rights for each child and adolescent in placement
 - Restructuring of the form with the replacement of letters for easier readability
 - Removal of the worker's signature line
- [CP&P-IV-B-8-100](#), **Services to Children in Resource Home Placement**: policy has been updated as follows:
 - Dental exams now start at age one
 - Dental exams are required semi-annually
 - New Jersey Administrative Code citations have been updated to Title 3A
 - The terms Code 600 and Code 650 have been updated
 - Use of the CP&P Form 11-2 have been eliminated
 - Obsolete references were removed
 - The policy has been reformatted

Forms

- [CP&P Form 9-26](#), **SPRU Work Summary Sheet**: this form tracks cases assigned within a given week and submits those cases to the SPRU Coordinator to use for validation of timesheets and SPRU casework. This form has been updated to include:
 - Case ID's
 - Office identification
 - Calculations of the Worker's time in regular and e-cats formats
 - Calculations of the number of shifts by type
 - Drop-down menus

The following CP&P forms have been revised per the notes below. *All have also been translated into Spanish to match the English version:*

- [CP&P 4-8](#), **Kinship Legal Guardianship (KLG) Subsidy Agreement**: revised line spacing at bottom of form; decreased size from 4 to 3 pages
- [CP&P 4-9](#), **CP&P Kinship Legal Guardianship Subsidy Program Annual Compliance Review Letter**: form has been updated to remove the outdated State letterhead. The form still has space to print on approved DCF letterhead. The instructions also reflect the change.
- [CP&P 4-22](#), **Notification of Modification, or Closure of a Kinship Legal Guardianship (KLG) Subsidy**: form has been updated to remove the outdated State

letterhead. The form still has space to print on approved DCF letterhead. The instructions also reflect the change.

- [CP&P 5-2](#), **Resource Family Parent Home Study/License Application**: removed wording at the bottom of form, “The Local Office sends a copy of the approved application to the Office of Licensing, Resource Family Intake Supervisor, PO Box 717, Trenton, NJ 08625-0717 within 7 days of the approval date.”
- [CP&P 5-2a](#), **Inquiry Response Letter**: changed signature area from “Unit Supervisor” to “Supervisor’s Name.”
- [CP&P 5-2g](#), **Financial Statement**: update header to remain consistent with other CP&P Forms; changed signature area from “Applicant 1” to “Primary Applicant” and “Applicant 2” to “Secondary Applicant.”
- [CP&P 5-3](#), **Withdrawal Letter**: added parenthesis around fillable text boxes
- [CP&P 5-4](#), **Withdrawal - No Response Letter**: added parenthesis around fillable text boxes
- [CP&P 5-5a](#), **Resource Family Parent Agreement Addendum**: changed signature area from “Resource Family Support Supervisor” to “Resource Family Supervisor; and replaced “Office Address” with “Local Office Address.”
- [CP&P 5-23](#), **Cover Letter to Accompany Reference Request**: replaced “Sponsoring Agency Address” with “Local Office Address;” replaced “Agency Representative” with “Resource Family Support Worker;” replaced “Supervisor” with “Resource Family Supervisor.”
- [CP&P 5-52](#), **Relative/Family Friend Resource Assessment Letter**: added page numbers and cost code.

Regulations:

- N.J.A.C. 3A:23, **Adoptions**: The administrative code, N.J.A.C. 3A:23 was readopted with amendments effective June 17, 2019, to remove outdated language from the rule and to replace it with people-first language when describing a person living with a disability. In addition, N.J.A.C. 3A:23-1.3(b) was amended to include the issuance of an annual notice to each adoptive parent receiving adoption subsidy for an adopted child.

[Click here](#) to access all the Department’s Regulations.

As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.

